

CONFIDENTIAL

31 MAR 1975

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

SUBJECT : Cost Reduction, Resources Conservation, and  
Anti-Inflation Measures, January - March 1975

Measure

Comment

1

[Redacted]

Each stop avoided saved about \$3,200.00 for a total of \$9,600.00.

2. Central Control and Distribution Branch has reduced the frequency of distributing "run off" copies of requisitions from three times per week to two times per week. In addition, adhesive backed address labels (Form 3627) are being utilized to facilitate and enhance further use of envelopes.

Potential annual saving of envelopes as a result of less frequent distribution is approximately \$30.00. If each envelope addressed by label is used one additional time, the potential annual saving is a further \$60.00. Supply Division is making a concerted effort to conserve envelopes by use of the label. However, we note very little incoming mail addressed by label. This would be a good item for additional emphasis. The cost of a representative, high usage item, the 9-1/2" x 12" kraft envelope, increased in price from 1.3¢ in 1973 to a current cost of 2.3¢.

3.

[Redacted]

Unfortunately, no opportunities to do this arose in the first quarter of 1975.

OL 5 1567

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SUBJECT: Cost Reduction, Resources Conservation, and Anti-Inflation Measures, January - March 1975

Measure

25X1

4. Studies and coordinations as regards stock purification are continuing. This effort is of a routine nature and progress is dependent, for the most part, on timely response of the cognizant offices.

Dollar value of disposals from [redacted]

[redacted] this quarter totaled \$1.5 million.

25X1

5. Miscellaneous.

Supply Division, as a matter of routine, endorses and practices resources conservation in all practical instances.

Gasoline and diesel fuel are conserved by limiting travel and transportation to the maximum extent possible, consistent with customer service.

Paper products consumption is minimized by limiting distribution, use of speed letter in lieu of memoranda, utilizing obsolete forms for draft copies, notes, and working papers.

Long distance telephone calls are restricted to topics of urgency.

Informal changes and corrections to memoranda and so forth are done in "pen and ink" where possible.

25X1

[redacted]

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Dollar value of disposals

Depot this quarter totaled \$1.5 million.

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